



MOTOR VEHICLES, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	MOTOR VEHICLES, DEPARTMENT OF	RELEASE DATE:	Thursday, May 14, 2009
POSITION TITLE:	CEA 2, Chief, Information Services Branch, Communication Programs Division	FINAL FILING DATE:	Friday, June 5, 2009
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,815.00 - \$ 8,616.00 / Month	BULLETIN ID:	05122009_3

POSITION DESCRIPTION

Under the direction of the Communication Programs Division's Deputy Director, is responsible for the Information Services Branch (ISB). Responsible for disbursement of directives, policy decisions, disciplinary actions, short and long range planning, and selection and training of management personnel. Coordinates with management to ensure consistency and effectiveness of departmental operations.

Is responsible for the development and implementation of policies, procedures, and budgeting matters pertaining to Information Services Programs. Oversees the Information Services units in the Communication Programs Division including: Policy and Information Privacy Section, Electronic Access and Security Section, Information Release Unit, Account Management Unit, Swing Shift Operations, and the Document Imaging Unit. This position also acts as the backup for the Deputy Director of the Communication Programs Division. In this role, the individual will be a major participant in divisional/departmental related policies, programs, and procedures.

Major duties of the position include:

- Reviewing and recommending to the Deputy Director, plans policies, and programs for the effective and efficient operation of the Information Services Branch.
- Directing the implementation of plans and policies to achieve specific performance and service goals; identify problem areas, and take needed corrective action.
- Directing and evaluating the branch budget, expenditures, personnel, personnel utilization reports, cost analyses, procedural and operational manuals, and initiate studies and make recommendations concerning the costs, value, and efficiency.
- Assist in charting the division's strategic direction; develop new strategic initiatives; and monitor

the impact of new strategic initiatives.

- Evaluating branch operations in order to identify problem areas and take needed corrective action.
- Adjusting resources to meet changing operation requirements.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and

review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

Candidates should possess the following:

- Demonstrated ability to plan, coordinate, and direct the workflow of a multi-disciplinary professional, administrative, and multi-faceted operations staff.
- Knowledge of the laws, rules, regulations, policies, and procedures governing the release of information and personal privacy issues.
- Knowledge of the state administrative, budget, personnel procedures, office management principles, and the Equal Employment Opportunity (EEO) program and the process available to meet EEO objectives.
- Ability to establish and maintain effective written and oral communications internally and externally at all levels.
- Possession of broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies and standards.
- Strong management, leadership, communication, and interpersonal skills, including the ability to interact with, motivate, mentor, and positively influence all levels of staff.
- Ability to implement department approved changes in on-going service delivery models through the use of emerging technologies, non-traditional service methods, and other innovative business methods.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CEA 2, Chief, Information Services Branch, Communication Programs Division**, with the **MOTOR VEHICLES, DEPARTMENT OF**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The applications and Statement of Qualifications will be reviewed by a screening committee. Using predetermined evaluation criteria based on the minimum and desirable qualifications, applicants will be competitively ranked according to their personal qualifications and experience. Interviews may be conducted with the most qualified applicants. All accepted applicants will be notified of their final score.

FILING INSTRUCTIONS

Effective January 1, 2009, Government Code Section 18991 is enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Career Executive Assignment (C.E.A.) examinations, for which he/she meets the minimum qualifications. Person's applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Standard State application (STD. 678).

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

MOTOR VEHICLES, DEPARTMENT OF, Selection Services Unit, Administrative Services
Division
PO Box 932315 - Mail Station G208, Sacramento, CA 94232-3150
Ted Summerfelt | (916) 657-5764 | tsummerfelt@dmv.ca.gov

ADDITIONAL INFORMATION

You may hand deliver your application to the Department of Motor Vehicles - Selection Services Unit at 2570 24th Street, 1st Floor Lobby - Examination Drop Box, Sacramento, CA 95818

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is

competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The MOTOR VEHICLES, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>